

3A.03.02 Parental Leave – Postpartum Recovery Leave Policy

I. Purpose

To outline Excelsior Academy's provisions for employee Parental Leave and Postpartum Recovery Leave in compliance with federal law and school policy.

II. Eligibility

- A. Entitled leave will be calculated based on the employee's regular work schedule, whether full-time or part-time.

III. Parental Leave

- A. Employees eligible for Parental Leave may take up to fifteen (15) workdays within a single 12-month period following the birth or placement of a child.
 - 1. Runs concurrently with the Family and Medical Leave Act (FMLA).
 - 2. Is not deducted from Paid Time Off (PTO).
 - 3. Runs consecutively with Postpartum Recovery Leave for eligible birth mothers.
 - 4. Does not increase in cases of multiple births or adoptions.
 - 5. Is not paid out upon separation of employment.

IV. Postpartum Recovery Leave

- A. Leave-eligible birth mothers are granted fifteen (15) workdays within a single 12-month period beginning on the day of birth, unless a healthcare provider certifies an earlier start date.
 - 1. Runs concurrently with FMLA.
 - 2. Is not deducted from PTO.
 - 3. Runs consecutively with Parental Leave for eligible birth mothers.
 - 4. Is not paid out upon separation of employment.
- B. An employee who experiences a stillbirth or miscarriage at 20 weeks of gestation or later is eligible for Parental Leave under this policy.

Policy Review Schedule:

Document History:

Date Adopted: